# PART 1 Overview

## Introduction

Field 583 contains information about actions taken on cataloged resources. This particular set of instructions defines practice for recording information about preservation and digitization actions.[1]  583 encoded information following this practice uses the convention "$2 pda" as an indication of compliance.

*Preservation & Digitization Actions: Terminology for the MARC 21 Field 583* (hereafter referred to as *PDA: Terminology*) defines standardized terminology for preservation and digitization actions and allows institutions to record these actions, including those which may take place in the future (commonly referred to as prospective cataloging or queuing). Information in the 583 field is used to inform preservation decisions and by institutions to determine whether and to what extent an item or collection may have been preserved or digitized. Because of this, institutions recording *prospective* preservation and digitization actions must commit to either completing the actions or to updating the record should the action not take place for whatever reason.

## History of PDA: Terminology

In 1988, standard terminology to record preservation activities in field 583 was prepared by the Preservation of Library Materials Section of the Resources and Technical Services Division of the American Library Association. The *Standard Terminology for the MARC Actions Note Field* was not part of the MARC 21 format documentation, though use of the terms in the list was recommended, especially for cataloging conforming to the *Anglo-American Cataloguing Rules*, 2nd edition, 1988 revision. With the passage of time however, the list of preservation terminology has become outdated and the inability to record digital reformatting and digital transformation actions has become a hindrance.

*PDA: Terminology* reflects current practice in the field of library preservation and digitization, using clear and understandable terms.  National and international standards are included where relevant.  *PDA: Terminology* was created as a joint effort of RLG, ARL, and the Library of Congress.  Members of the Intellectual Access Committee, Preservation and Reformatting Section of the Association for Library Collections and Technical Services Division of the American Library Association reviewed draft versions.

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[1]   Other groups may wish to establish a controlled language for the 583 field which differs from the Preservation and Digitization terminology. If an organization (e.g., SAA) wished to establish a separate list of terms, the group could submit their list to the Network Development  and MARC Standards Office (ndmso@loc.gov) for inclusion in the *MARC Code List for Relators, Sources, Description Conventions*. The Network Development and MARC Standards Office would assign a  $2 code to the thesaurus.

# MARC 21 583 Action Note: Review

Official documentation for the MARC 583 structure is maintained by the Library of Congress Network Development and MARC Standards Office at: http://www.loc.gov/marc/bibliographic/583terms.html.

The following is a review of the 583 subfields as they apply to preservation and digitization.[2]

## Indicators:

| First Indicator: | Second indicator: |
|---|---|
| # -  no information provided | Undefined |
| 0 – private | |
| 1 – not private | |

## Subfields:
**It is required that a minimal 583 preservation action note include:   $a, $c, $2, and $5.**

| |
|---|
| **$3 - *Materials specified***                                   **(Not Repeatable)**<br>    Parts or copies of an item |
| **$a – *Action***                                                **(Not Repeatable)**<br>Standardized terminology descriptive of the action (e.g., condition reviewed, transformed digitally).<br>A compendium of preservation and digitization actions (PDA) terms follow. |

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| | |
|---|---|
| **$b - *Action identification*** | **(Repeatable)** |
| Code that identifies a specific action or identifies it in conjunction with the time of action in subfield $c. | |
| **$c - *Time/date of action*** | **(Repeatable)** |
| Date action was initiated. Date should be recorded using ISO 8601, the International Date Standard with hyphens omitted (e.g., **YYYYMMDD or YYYY**). | |
| **$d - *Action interval*** | **(Repeatable)** |
| A time period that cannot be expressed as a concrete time (e.g., condition surveys that might take place quadrennially) | |
| **$e - *Contingency for action*** | **(Repeatable)** |
| Time or time period expressed in terms of an unpredictable event (not generally used with PDA terms) | |
| **$f - *Authorization*** | **(Repeatable)** |
| Text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given) | |
| **$h - *Jurisdiction*** | **(Repeatable)** |
| Name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested | |
| **$i - *Method of action*** | **(Repeatable)** |
| Means or technique by which an action is performed. Provides further description of $a term<br>A list of valid terms for specific preservation and digitization actions is found below. | |
| **$j - *Site of action*** | **(Repeatable)** |
| The site at which the described action has been undertaken. | |
| **$k - *Action agent*** | **(Repeatable)** |
| Person or organization performing the action (e.g., vendor or service provider) | |
| **$l - *Status*** | **(Repeatable)** |
| Condition or state of the described materials. | |
| **$n - *Extent*** | **(Repeatable)** |
| Number of items involved; quantifiable measurement.<br>Always used in conjunction with $o. | |
| **$o - *Type of unit*** | **(Repeatable)** |
| Name of the unit of measurement for $n.<br>Always used in conjunction with $n. | |
| **$u - *Uniform Resource Identifier*** | **(Repeatable)** |
| Link to supplementary information, e.g., a URL or URN, which provides electronic access data in a standard syntax. This data can be used for automated access to an electronic item using one of the Internet protocols. | |

| | |
|---|---|
| **$x - *Nonpublic note*** | **(Repeatable)** |
| A note pertaining to an action on an item that is not displayed to the public. | |

| | |
|---|---|
| **$z - *Public note*** | **(Repeatable)** |
| A note pertaining to an action on an item that is displayed to the public. | |

| | |
|---|---|
| **$2 - *Source of term*** | **(Not Repeatable)** |
| A MARC code that identifies the source of the term used to record the action information, in this case "pda" for preservation and digitization action terms. See *MARC Code* for a list of other established $2 sources. See p. 6 for explanation of when to omit $2. | |

| | |
|---|---|
| **$5 - *Institution to which field applies*** | **(Not Repeatable)** |
| Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html[3] | |

| | |
|---|---|
| **$6 - *Linkage*** | **(Not Repeatable)** |
| Linkage is generally not used by "pda" See: http://www.loc.gov/marc/bibliographic/ecbdcntf.html#mrcs6 | |

| | |
|---|---|
| **$8 - *Field link and sequence number*** | **(Repeatable)** |
| Linkage is generally not used by "pda" See: http://www.loc.gov/marc/bibliographic/ecbdcntf.html#mrcs8 | |

Subfields marked as "(**Repeatable**)" may be used more than once in any single 583 field. Subfields marked as "(**Not Repeatable**)" may be used only once in any single 583 field.

Example:
583 0# $a condition reviewed $c 2004 **$l mutilated $l do not treat** $2 pda
$5 MiEM

Subfield l, modifying $a, may be repeated to provide a complete description. In this example, Michigan State University has identified a mutilated copy that the library has decided not to treat.

To use a **Not Repeatable** subfield more than once, multiple 583 notes must be used, one for each instance of the **Not Repeatable** subfield.

Example:
583 0# **$a stabilized** $c 2004 $l cleaned $2 pda $5 MdU
583 0# **$a transferred to optimal storage** $c 2004 $2 pda $5 MdU

Two 583 notes are required to express two actions. In this case, the first action is stabilization and the second is transfer to optimal storage.

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[3] The institution codes shown in the examples throughout the document are those of real institutions. However, the examples have been created solely for purposes of illustration and do not reflect usage or practices of these institutions.

## Principles of Use and Field Construction

The standard terms defined here cover **preservation and digitization actions only.**[4]
When recording preservation or digitization actions, terms from *PDA: Terminology*
should be used if the institution complies with the terms as defined. This is
acknowledged in Subfield 2 (*Source of Terms*) by using the code "pda"
(Preservation and Digitization Action).  It is not necessary for institutions to update
the 583 field to add  $2 pda if the 583 field was created prior to issuance of *PDA:
Terminology*.  If an institution uses non-standard terminology in the 583 field, a
subfield 2  should not be used.

Standardized terminology naturally limits expression. These terms will be reviewed
and updated periodically to allow for expansion as new technologies develop.  The
583 field provides two ways of including additional information: notes ($x or $z)
and links to external information ($u).

### Public versus Private Information

The use of the first indicator of the 583 field enables institutions to declare whether
the preservation and digitization information is intended to be public or private.
Information in the 583 field may used to track local actions, but due to the nature of
preservation and digitization, this information may be used by other institutions to
determine whether and to what extent an item or collection may have been preserved
or digitized. Access to this kind of information may influence preservation or
digitization decisions made by other institutions, therefore Indicator 1 should be 1
(not private) when any of the following $a action terms are used:

| | | |
|---|---|---|
| conserved | will conserve | will not conserve |
| digitized | will digitize | will not digitize |
| mass deacidified | will mass deacidify | will not mass deacidify |
| microfilmed | will microfilm | will not microfilm |
| rebound | | |
| reproduced in analog | will reproduce in analog | will not reproduce in analog |
| reproduced in print | will reproduce in print | will not reproduce in print |
| transferred to optimal storage | | |
| transformed digitally | will transform digitally | will not transform digitally |

The following examples show the use of $2 to indicate the terms are taken from
*PDA: Terminology*:

Example:

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[4] Standard collection management terms may be used to describe actions taken in the process of
preservation treatment.  If this is the case, the $2 pda  is not used, though  some other group may develop
another standard terminology for these terms.

583 1# $a microfilmed $c 2004 **$2 pda** $5 DLC
583 0# $3 text $a withdrawn $c 2004 **$2 pda** $5 DLC
583 1# $3 illustrations $a mass deacidified $c 2004 $i MgO **$2 pda**
$5 DLC

These 583 fields, applied to one record, mean that the Library of Congress microfilmed the title in question from a paper copy in 2004. The text pages of the item were discarded but the illustrations were retained and mass deacidified using the magnesium oxide process.

## How to Use **PDA** Terms

The 583 field may be used at the bibliographic level, the holdings level, or both.
To ensure that preservation information is shared with other institutions, it may be necessary to use the bibliographic level. How an institution implements the 583 will be determined by local systems and policies.

Certain subfields within the 583 field require standard terminology. The following table illustrates these requirements. Standardization is necessary to ensure understanding and, more importantly, computer aided query of preservation information.

| Guide to Controlled Vocabulary by Subfield | |
|---|---|
| **Standardized Terminology Required** | **No Standardization Required** |
| **$a** *Action* | **$b** *Action Identification* |
| **$c** *Time/Date of Action* | **$d** *Action Interval* |
| **$e** *Contingency for Action* | **$f** *Authorization* |
| **$i** *Method of Action* | **$h** *Jurisdiction* |
| **$l** *Status* | **$j** *Site of Action* |
| **$2** *Source of Term* | **$k** *Action Agent* |
| **$5** *Library Identifier* | **$n** *Extent* |
| | **$o** *Type of Unit* |
| | **$u** *Uniform Resource Identifier (URI/URL/URN)* |
| | **$x** *Nonpublic Note* |
| | **$z** *Public Note* |
| | **$3** *Materials Specified* |

Not all subfields are recommended for use. The examples which follow show varying degrees of complexity.

## $ a (Action)  [not repeatable]

**Subfield a** describes a preservation or digitization action. To record more than one action, use additional 583 fields. Actions described in $a may reflect **completed** or **prospective** actions. See notes below the timeframes associated with completed and prospective actions.

For $a, the terminology used is general and as brief as possible since the information is intended for external purposes. Should technology require new action terms, the number of terms is expandable with notification to the Network Development and MARC Standards Office for revision of the *MARC Code List for Relators, Sources, Description Conventions.*

**Completed Actions:**

Use of a **Completed Action Term** in $a commits the institution to completing the action *within one year*. The date used in $c is the date the treatment decision was made. The 1-year time period allows institutions to add the 583 statement once, at the earliest point in the work stream, without having to update the record when the action is completed.

| Completed Actions | |
|---|---|
| **Terms** | **Definition** |
| acquired surrogate | Acquisition of another copy through external sources in the same format or another format. Generally this occurs when the original copy is too brittle or damaged to reformat and a copy is available commercially. In this case, it is not always possible to control quality of the surrogate. <br> *Examples:  reprint; microfilm use copy* |
| condition reviewed | The examination of items and the subsequent recording of their physical state under $l (Status).  May be used internally to record survey results and later retrieve items for a specific treatment. <br> *Example:*   Search on **$a condition reviewed $l damaged $z pressure-sensitive tape** *to retrieve candidates for pressure-sensitive tape removal* |

| Completed Actions | |
|---|---|
| **Terms** | **Definition** |
| conserved | The act of preserving an item in its original format, often through the addition of new materials. This action term is used to indicate that the owning institution has a copy in good condition following conservation treatment (also known as single-item treatment). The purpose of recording this information in a 583 note is to allow other libraries to elect <u>not</u> to perform extensive conservation treatment on their copy. It is not meant to replace in-house treatment documentation systems that record detailed descriptions.<br>*Examples: washing, deacidification, stain removal, resewing, rebacking* |
| digitized | Conversion of an analog (print or non-print) item to a digital format. Conversion should be completed using relevant standards (relative to the source material and end product) though adherence to any such standard is not recorded within the 583. This information should be considered local information and recorded in the metadata about the digital object or may be made accessible through a link ($u) to further information which exists outside of the OPAC. [See Appendix A-1 for relevant standards and guidelines.]<br>*Examples: a scanned photograph; an audiocassette reformatted to a digital audio file; a microfilm copy converted to digital form* |
| housed | The placement of an item in an enclosure (often custom-fitted) to maintain the item in pristine condition, provide better support for the item, and/or avoid a more invasive treatment. [See Appendix A-2 for relevant standards and guidelines.]<br>*Examples: encapsulation, clamshell boxes, sleeves & envelopes* |
| mass deacidified | Chemical neutralization of the acid in paper using a commercial, batched process.<br>*Example: documents in file folders within a manuscript box that have been treated in the Bookkeeper manuscript chamber* |
| micro-filmed | Conversion of an original paper copy to microfilm. Presumes preservation quality preparation for filming, film processing, and storage. [See Appendix A-3 for relevant standards and guidelines.] Microfiche is not considered a preservation medium and is <u>not</u> included in this definition.<br>*Example: a 35mm polyester-based microfilm* |
| rebound | Replacement of original covers through library binding or recasing. Original leaf attachment may or may not be retained. As defined here, the term *rebound* is used to alert other libraries |

| Completed Actions | |
|---|---|
| **Terms** | **Definition** |
| | that the original cover has <u>not</u> been preserved. [See Appendix A-4 for relevant standards and guidelines.]<br>*Example: a hardcover volume which receives a new buckram cover* |
| repaired | In-house treatment for circulating collections to allow for quick turnaround and the retention of original signatures & covers.<br>*Example: spine repair* |
| reproduced in analog | The copying of an analog audio or video item to a new analog (non-digital) media format. [See Appendix A-5 for relevant standards and guidelines.]<br>*Example: preservation reformatting of an audio cassette to reel-to-reel tape* |
| reproduced in print | Generation of a paper copy from the original, or from a microfilm or digital copy. Requires adherence to preservation standards for paper quality and image permanence. [See Appendix A-6 for relevant standards and guidelines.] Whole volumes are bound.<br>*Examples: a paper copy printed from a digital file and bound; a map printed from a digital file; a preservation photocopy* |
| request review | Identification of items in need of attention without removing them from circulation. Used primarily by non-preservation staff without the experience or authority to make a specific treatment decision. This option allows items to be identified without creating a physical backlog for preservation treatment. Selection for treatment can then be managed by generating lists from the online catalog, prioritizing by factors, such as high-use subject areas, type of treatment, or earliest date.<br>*Example: a book with blocked pages due to previous water damage* |
| retained | Generally used to describe the disposition of the original when replacing or reformatting an item.<br>*Example: plates retained from a discarded brittle volume* |
| stabilized | Non-invasive procedures used to minimize deterioration and maintain the integrity of an item. In many cases, stabilization provides support to an item as an interim or phased approach to treatment. [See Appendix A-7 for relevant standards and guidelines.]<br>*Examples: Clean; tie with flat string; shrink-wrap* |
| transferred to optimal storage | Placement of an item in an environment that meets preservation standards for relative humidity, temperature, light exposure, air quality, and emergency preparedness for the housing of that material type. [See Appendix A-8 for relevant standards and guidelines.]<br>*Example: transfer to a newly constructed off-site storage facility* |

| Completed Actions | |
|---|---|
| **Terms** | **Definition** |
| | *designed to preservation specifications* |
| transformed digitally | Copying, converting, or enhancing a digital file resulting in the production of another digital file.<br>*Examples: Post-processing of files such as OCR, text encoding, or geo-rectifying; digital preservation activities such as migration from one digital format to another or emulation of a digital format* |
| withdrawn | Removal of an item or portion of an item from the collection.<br>*Example: brittle text withdrawn* |
| other | Record action using natural language in $x (non-public note) or $z (public note). This will be necessary more often with non-print formats for which a standard terminology has not yet been established. [See Appendix A-9 for relevant guidelines.] |

Example:
5831# $a digitized **$c 20041104** $2 pda $5 DLC
5831# $3 text $a transformed digitally **$c 20050204** $i OCR $2 pda $5
    DLC

In this case, the selection decision was made on November 4, 2004 to convert a paper copy to digital format. The digitization and text transformation to ASCII text via OCR, optical character recognition, was completed on February 4, 2005.

**Prospective Actions:**
The use of a **Prospective Action Term** (e.g., will digitize) in $a commits the institution to completing the action *within two years*. This is recommended for purposes of simplification in lieu of $e (Contingency for Action).

| Prospective Actions | |
|---|---|
| **Terms** | **Definition** |
| request review | Flags an item for preservation assessment; used primarily by non-preservation staff to identify items in need of attention without removing them from circulation. |
| will acquire surrogate | See "acquired surrogate." |
| will conserve | See "conserved." |

| Prospective Actions | |
|---|---|
| **Terms** | **Definition** |
| will digitize | See "digitized." |
| will mass deacidify | See "mass deacidified." |
| will microfilm | See "microfilmed." |
| will reproduce in analog | See "reproduced in analog." |
| will reproduce in print | See "reproduced in print." |
| will transform digitally | See "transformed digitally." |

Example:
583 1# **$a will digitize** $c 20050104 $i text markup  $2 pda $5 NIC

This 583 field indicates that the title was queued for digitization on January 4, 2005.

Example:
583 1# **$a will digitize** $c 20050104 $i text markup **$z Queued for digitization Jan. 4, 2005** $2 pda $5 NIC

If the institution desired, additional free-text information, explaining encoded information, could be recorded in $z.


**Negative Decisions:**

The use of a **Negative Decision Term** (e.g., will not digitize) in $a records the institution's decision not to take a particular action based on its policies or on an individual item review.

| Negative Decisions | |
|---|---|
| **Terms** | **Definition** |
| will not conserve | See "conserved." |
| will not digitize | See "digitized." |
| will not mass deacidify | See "mass deacidified." |
| will not microfilm | See "microfilmed." |
| will not reproduce in analog | See "reproduced in analog." |
| will not reproduce in print | See "reproduced in print." |

| Negative Decisions | |
|---|---|
| **Terms** | **Definition** |
| will not transform digitally | See "transformed digitally." |

Example:
583 1# **$a will not microfilm** $c 20050104 $z Queued for filming by
Library of Congress  $2 pda $5 DNLM

This 583 field indicates that the title was reviewed, but a decision was made not to film after a search of other library's catalogs indicated that the title would be filmed at the Library of Congress.  The subfield $z records that reason for not microfilming.

Example:
583 1# **$a will not digitize** $c 20050104 $z Not in scope per Collection
Development Officer $2 pda $5 DNLM

After a review of the title by the Collection Development Officer, it was determined that the title was not in scope for the digitization project.  The reason is recorded in $z.